



Office of the Governor
State Chief Information Officer

Security Policy and Guidelines

Title: E-mail Notification Policy

Purpose: To disclose to users of electronic mail ("e-mail") provided by agencies subject to Chapter 147, "State Information Technology Services," that their correspondence on the state information systems may be subject to monitoring and disclosure.

Scope: This policy applies to all public agencies, their agents or designees subject to N.C.G.S. Article 3D of Chapter 147, "State Information Technology Services." Use by local governments, LEAs, community colleges, constituent institutions of the University of North Carolina and other public agencies is encouraged to the extent allowed by general statutes.

POLICY STATEMENT

Agencies shall provide notice to account holders of state e-mail systems and recipients, as practical, of the state and federal rules affecting their use of the systems as well as whether their activities on state information technology systems may be monitored and disclosed to third parties. Agencies are encouraged to require users to include a statement of the agency's policy in each e-mail.

GUIDELINES

Where appropriate, each electronic mail message sent by an account holder of an agency e-mail provider shall include a statement that the message and any response to the message received by the agency e-mail provider is being sent on a state e-mail system and may be subject to monitoring and disclosure to third parties, including law enforcement personnel.

NOTICE EXAMPLES

- I. All e-mail sent to or from North Carolina government e-mail systems is subject to monitoring and disclosure to third parties, including law enforcement personnel.
- II. E-mail correspondence to and from this sender may be subject to the North Carolina Public Records Law and may be disclosed to third parties.

AUTHORITY

The State CIO is authorized to adopt this policy. G.S. §147-33.110.